

CITY OF TAYLORSVILLE



REQUEST FOR PROPOSAL

SECURITY/SURVEILLANCE CAMERA SYSTEM

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

Proposals Due October 13, @ 3:00 p.m.

The City of Taylorsville
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals

Security/Surveillance Camera System (Video Only, No Audio)

Due October 13, 2006, at 3:00 p.m.

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to provide security/surveillance camera system (video only, no audio) for the City (the “Services”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** A detailed description of the Services is attached hereto as Exhibit “A.”

3. **Proposal Requirements.** Five (5) bound copies of Responses are required to be submitted to Pat Quintana as listed below no later than 3:00 p.m. on October 13, 2006. Guidelines for responses are described in Exhibit “B” attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Pat Quintana
City Administrator’s Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **Experience, Qualifications, and Support.** Describe, in sufficient detail, the Proposer’s experience, qualifications, and technical support that are relevant with respect to the Services. Listing personnel in response to this item constitutes the Proposer’s agreement that such personnel will actually provide the Services.

3.3. **Hardware Features and Configuration.** Describe in sufficient detail, the hardware features and configuration of the security/surveillance camera system.

3.4. **Cost and Installation Schedule.** Detail the proposed installation schedule

and an all-inclusive cost for the Services, which includes, but is not limited to, all expenses, costs, supplies, support, installation, etc.

3.5. **References.** Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Experience, Qualifications, and Support	30%
Hardware Features and Configuration	15%
Cost and Installation Schedule	30%
References	<u>25%</u>
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Provided; however, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as "*Review Panel*"). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Selection Committee, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this request must be submitted in writing to the contact person described below no later than October 9, 2006, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the

contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

Exhibit “A” [Services]

The security/surveillance camera system (“Video System”) will not have direct access to T-1 and/or Wireless connectivity. Remote access and recording features must be provided. Access to the Video System must be accessed from anywhere in the City (12 square miles). Locations for the Video System include:

1. City Skate Park located at approximately 4800 South Redwood Road.
2. Intersection of 5400 South Redwood Road – viewing all four corners. Capable of tracking license plate numbers of vehicles involved with damage of public property.
3. Intersection of 5600 South Redwood Road – viewing all four corners. Capable of tracking license plate numbers of vehicles involved with damage of public property.

The Video System must include the following options:

Motorized with optical zoom (Pan/Tilt/Zoom)
Stationary with optical zoom
Outside cameras will need appropriate housing

The Video System must have the following components:

Video Server(s) -- preferably with capacity for one week (seven days of 24 hours) of video files.

Camera Control Software: Web-based (video streaming) with multi-level profiles for multi-level access from administrator to viewer over the Internet.

IP cameras will need to gain access to the network through City access points; however, some sites may require cabling that must be included as part of the Proposal.

Preference will be given to vendors who can supply a demo Web site, recommendations and/or onsite demo (including Web sites to specs for all equipment).

Please provide a detailed breakdown of installation cost, service cost, and labor cost. All proposed equipment must be cataloged by vendor and catalog supplied to the City.

Exhibit “B”

Proposals shall include the following sections: (i) a technical section that includes materials, options, projected requirements, required personnel, and (ii) a time cost section that includes a detail of the time and costs that will be required to complete the Services.

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Bind Responses on left side.

Provide tabs for each section of the Response.

Front and back cover pages are encouraged.

Generally, responses must not exceed 25 pages (excluding any appendices and cover letter).

CERTIFICATION

Request for Proposals

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____

JNB/T/1015